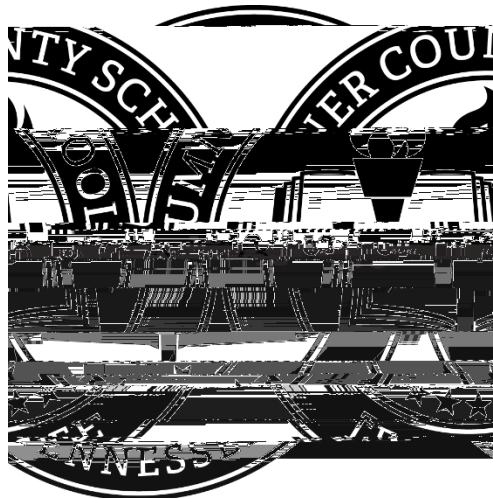


REQUEST FOR PROPOSAL (RFP)

NUMBER: 20190409-03-BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.



Chris #f*EMC /P AMCI32 BD3

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| | | |
|--|----------------------------|------|
| | April 9, 2009 @:30.m. bcal | Time |
|--|----------------------------|------|

Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

1.

2. Requirements

2.1. Scope of Work / Specifications

GENERAL SCOPE OF WORK

A. Provide all equipment and materials and do all work necessary to construct a new concession/storage building at the Beech High Baseball Field, as specified herein. The jobsite is located at 3126 Long Hollow Pike, Hendersonville, TN 37075.

I. SUBMITTALS

A. Signed Bid Form

B. References

Bidder shall submit references of no less than three previous on h40 Td 6/16/65/-09 on previous of ahreO)R \$0

3. STRUCTURE

- 2x4 Stud Wall attached to existing concrete pad with pressure treated mudsills.
- #1 Metal, 16-gauge exterior wall. Dark Gray in color.
- #1 Metal, 16-gauge roof. Black in color.
- Roof framing to be truss design with gable to receive metal roof panels.
- Exterior soffits to be vinyl. Owner will accept metal soffit, as long as it is vented.
- Gutters are required.
- Single, Right Hand, Metal Entry Door. White in color
- Double, Metal Entry Door. White in color.
- Standard size single residential style garage door. Non-insulated. No glass panels. Manual operation. White in color.
- 6'0" x 4'0" Cornell/Cookson Model ESC10 (or equivalent product) rolling aluminum counter shutters, clear anodized, 18-gauge aluminum, manually operated, inside slide locks.

4. INTERIOR

- Wood Panels for walls and ceiling. Painted white.
- Laminate countertop on the back and side wall of the concession area.
- R-13 Insulation (batts) with vapor barrier to be installed between exterior and interior walls.
- R-13 Insulation (batts) with vapor barrier to be installed above ceiling.

Contractors must verify existing conditions prior to submitting response. Contractors can contact Josh Carman to schedule a

3. Source Selection and Contract Award

- Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP.

General Criteria to be determined "Responsive"

Does the proposal include all required information, included completed attachment forms and affidavits?

Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?

General Criteria to be determined "Responsible"

Does the Proposer demonstrate an understanding of SCSs needs and proposed approach to the project?

Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?

Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?

Does the Proposer have the character, integrity, reputation, judgement, experience and efficiency required for the project?

- SCS reserves the right to enter into discussions with Proposers which have submitted proposals determined to be reasonably like of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.
- SCS reserves the right to negotiate price and contract terms and conditions with the most qualified proposer(s) to provide the requested service. If a mutually beneficial agreement with the lowest responsive and responsible Proposer is not reached, SCS reserves the right to enter into contract negotiations with the next lowest Proposer and continue this process until an agreement is reached.
- Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this RFP to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the "piggyback" Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

4. Schedule of Events

| | |
|------------------------------------|---------------------------|
| RFP Issued | March 28, 2019 |
| RFP Submission DEADLINE | April 9, 2019 @ 1:30 p.m. |
| Project Completion DEADLINE | June 21, 2019 |

5. Instructions for Proposal

5.1. Required Forms

- Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.
- For all vendors with annual purchases in excess of \$50,000; a Sumner County Business License must be on file with the SCS Finance Department. Evidence of the license must be provided within ten (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the Proposer's proposal.
- Copy of State of Tennessee License (if applicable) in respective field.
- If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

5.2. New Vendors

- To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 6.9) included in this RFP.
- To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must have on file one (1) of the following documents:

A valid Tennessee driver's license or photo identification;

A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;

A birth certificate issued by a U.S. state, jurisdiction or territory;

A U.S. government issued certified birth certificate;

A valid, unexpired U.S. passport;

A U.S. certificate of birth abroad (DS-1350 or FS-545)

A report of birth abroad of a U.S. citizen (FS-240);

A certificate of citizenship (N560 or N561);

A certificate of naturalization (N550, N570 or N578);

A U.S. citizen identification card (I-197 or I-179); or

Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal

5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on SCS properties shall carry current certificates for general and professional liability insurance and for workers' compensation as indicated below. The owner or Principal of each Proposer must also be insured by workers' compensation if they perform any of the services on SCS properti

The outside of the proposal package must be labeled as follows (if applicable):

1. Name of Company and Principal Owner, Business License Number, Expiration Date and License Classification.
2. In addition to Item 1, the same is applicable to masonry contractors if the work performed is > \$100,000.
3. In addition to Item 1, the same is applicable to HVAC, electrical, plumbing or A/C contractors if the work performed is > \$25,000.
4. In addition to Item 1, the same is applicable plus the Department of Environment & Conservation License Number and Classification, applicable to geothermal contractors if the work performed is > \$25,000.
5. If the prime contractor performs the masonry portion of the project or any of the above listed contractor skill sets and the work performed is > \$100,000; it must be so designated.
6. Only one (1) contractor in each classification listed shall be written on the bid envelope.

5.6. Delivery of Proposals

Sealed proposals will be accepted until **April 9, 2019 @ 1:30 p.m. Local Time**. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at **1:30 p.m. Local Time**.

- Compensation/Price Data
Address all costs associated with performance of the contracted services.
- Past Performance and References
Provided a minimum of three (3) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6.3.
SCS may also consider other sources of pertinent past performance information, including the districts own experience with the Proposer.

5.8. Request for Clarification of Proposals

Requests for clarification of proposals shall be distributed by the Purchasing Supervisor in writing (or email).

5.9. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the re-1.9 (t)7.9 (J/TT2 1 Tf0 (re)-

ATTACHMENT 6.1 – Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

ATTACHMENT 6.3 – References

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Doll()TjE7.1 (j)-6 (ec)-2.6 (t)-18.4 0.001 Tw (R)0.6 (EB)1.5w(____)1 Tw (R8.4 0.00u____)-12 e(

ATTACHMENT 6.4 – Certification Regarding Debarment or Suspension

ATTACHMENT 6.6 – Statement of Non-Collusion

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by

ATTACHMENT 6.7 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

| | |
|--|--|
| CONTRACTOR LEGAL ENTITY NAME: | |
| FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number) | |

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract, **T.C.A. § 12-3-309**.

SIGNATURE & DATE: _____

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

ATTACHMENT 6.8 – Drug Free Workplace Affidavit

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County Board of Education employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____,
an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____
(hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-

ATTACHMENT 6.9 – W9

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

page 2

Check appropriate box for federal tax classification. Check only **one** of the following. See instructions on page 3.

Individual or proprietor
 S Corporation
 Partnership
 Trust/estate
 Sole proprietor or partner in a partnership that is a disregarded entity

Exemption from FATCA reporting

**ATTACHMENT 6.10 – Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)**

1. **PREPARATION AND SUBMISSION OF BID.**
 - a. Failure to examine any drawings,

2. **OPEN RECORDS.** In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposers may be present at

ATTACHMENT 6.11 – Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection

1. Submission of Proposal

___ On-Time Submittal

Deadline is listed in Section 4 – Schedule of Events
Late Proposals will be IMMEDIATELY DISQUALIFIED

___ A Proposer may not submit alternate proposals unless requested.

___ Tax not included in cost proposal.

___ Clearly marked outside of envelope/package.

RFP Number and “DO NOT OPEN”

Vendor Name, License Number, Expiration Date & License Classification (if applicable)

Other License data as required in Section 5.6 – Proposal Package

___ No erasures on proposal documents.

Correct Format:

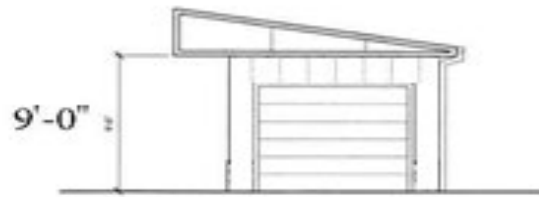
___ One (1) Complete Original (*Section 5.6 & Attachment 6.2*)

___ Two (2) Additional copies of the Original (*Section 5.6*)

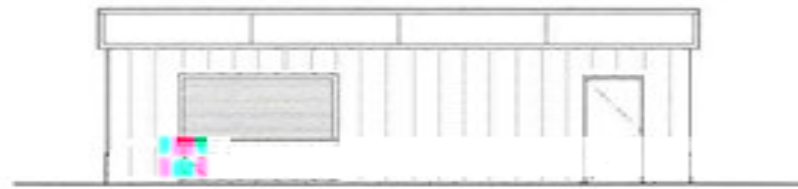
___ One (1) Electronic format copy - CD/USB Drive (*Section 5.6*)

___ Original Signature on Original Proposal. NO copied or digital signatures (*Section 5.6 & Attachment 6.2*)

2. Required Forms



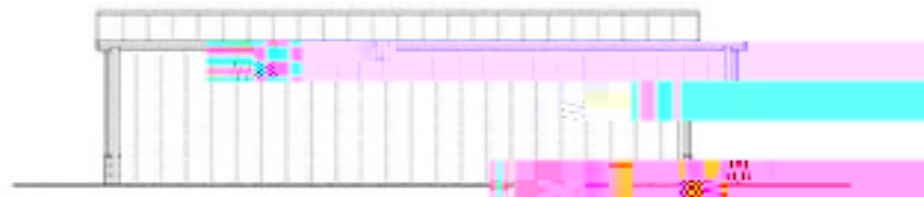
4 SIDE ELEVATION
SCALE - 11x17 - NO SCALE
24 x 36 - 1/4" = 1'-0"



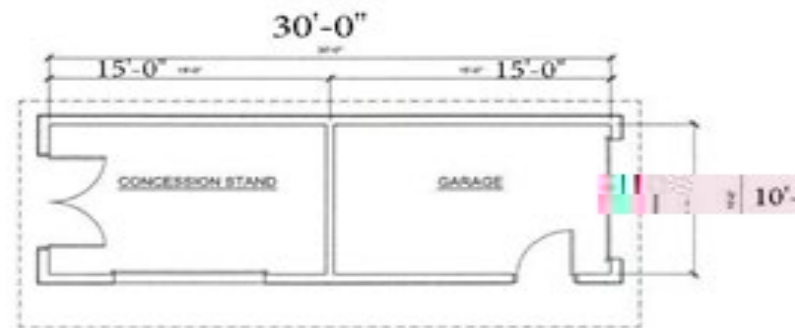
5 FRONT ELEVATION
SCALE - 11x17 - NO SCALE
24 x 36 - 1/4" = 1'-0"



3 SIDE ELEVATION
SCALE - 11x17 - NO SCALE
24 x 36 - 1/4" = 1'-0"



2 REAR ELEVATION
SCALE - 11x17 - NO SCALE
24 x 36 - 1/4" = 1'-0"



1 FLOOR PLAN
SCALE - 11x17 - NO SCALE
24 x 36 - 1/4" = 1'-0"

SCALE - 11 x 17 - NO SCALE
24 x 36 - 1/4" = 1'-0"